

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 15, 2011** at 6:00 p.m. at the **Brown County Weyers-Hilliard Branch Library, 2680 Riverview Drive, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, JOHN HICKEY, KATHY PLETCHER and VICKY VAN VONDEREN

**EXCUSED:** DON CARMICHAEL, PAUL KEGEL

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Sue Lagerman, Louanne Crowder and Sue Simenz (staff); Kevin Raye (B.C. Information Services Network Manager)

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

Item #13 was struck from the agenda since there were no open positions to approve. Motion by Van Vonderen, seconded by Froelich, to modify the agenda. **Motion carried.** **Motion** by Froelich, seconded by Buboltz, to approve the modified agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

A letter from a Pulaski patron complimented the staff and the customer service they give. A letter of resignation from the Library Board was received from Monica Golomski and a copy of the letter sent by the County Executive to Monica thanking her for her service was passed around. A copy of the letter sent to the East Branch landlord by Corporation Counsel, John Leustcher, regarding issues at the branch was also shared.

### OPEN FORUM FOR THE PUBLIC

Louanne Crowder, Weyers-Hilliard Branch Supervisor, described the tracking solar panels that were being installed. These panels are expected to save 9620 kilowatt hours per year and reduce carbon dioxide by 1.67 tons of a year. The tracking feature makes them 30 % more efficient. A Howard Town Planner calendar will include pictures taken at the branch. Volunteers from St. Norbert College's "Into the Streets" program shifted the entire children's collection to expanded shelving. This is the third year they have done service at the library. The library's interior was recently painted and is, "Fresher and lovely." Terry Watermolen complimented Louanne on her enthusiasm. The branch is 11 years old.

### INFORMATION SERVICES REPORT ON SERVICE RECEIVED

The Symphony upgrade took place and went well. Sarah Evers from I.S. was complimented for the allowance of temporary administrative rights given to staff to assist in the upgrade. Lori Denault and Otnie Dechert were given VPN privileges to access the system remotely using E-Guard. The swap of PCs obtained from UWGB will take place on September 30 at Central and on September 20 at Weyers-Hilliard.

The meeting room reservation system, Evanced, is being used by staff and Sue Lagerman made it live on the web site so members of the public can schedule meeting room space remotely.

Kevin Raye reported that encryption will be removed from staff PCs that are used for presentations. He is still waiting to hear from the vendor regarding transmitting footage from the Bookmobile's security camera into the Milestone database. Cables will be relocated at Southwest Branch due to the bathroom renovation. Raye also mentioned that the compatibility of RFID and the wireless system will have to be considered.

Terry thanked Kevin for the improved communication between I.S. and the Library Board since he has been attending the Library Board meetings.

### FACILITIES REPORT

#### **a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey)**

Kathy reported that the County's Executive Committee met on Monday. The 2012 Five Year Capital Improvement **Plan** was approved which includes an appropriation in the amount of \$1.9 million that will be used for elevator replacement at the Central Library as well

as engineering specifications which will indicate a true plan and determine a more decisive cost. The plan will be on the County Board's 9/21 agenda for passage.

Kathy and John have met with and presented to the Brown County Tax Payer's Association; the County Executive, Green Bay Mayor Schmitt and are scheduling appointments with other groups and government officials. They continue to examine ways to lessen the project's overall cost. Funding opportunities through grants (i.e.; Department of Energy) are also being sought. The engineering schematics are a key factor in applying for grants.

#### **b. Solar Energy Projects**

The Weyers-Hilliard solar panels, which track in unison, were set and will be functioning following an inspection by WPS. These panels were grant-funded.

The inside work for the Kress PV solar panels is complete. The racking system and panels for the roof will be installed within the week. Fundraising and grants funded this project.

#### **c. Approve Kress Rental Space Lease**

The Green Bay Area Model Railroad Club is interested in renting the space in the lower level of the Kress Branch. They do not require the space to be finished which is a large cost savings for the library. Little needs to be done prior to their procurement - some security measures will have to be taken and the lighting also requires some work. They will use the space to set-up their model trains and will work with the library as a demonstration area where children who are visiting the library could run the trains. The lease would have a 5-year term with a monthly rental fee of \$495. Both Terry and John recommend this. The Board agrees that this is a good idea. Terry will proceed with finalizing the lease.

#### **d. Other Activity**

Curt reported that Ashwaubenon and Southwest bathrooms are gutted and porta-potties are in place at both locations. Plumbing and concrete work is underway at Ashwaubenon. The concrete will cure over next the few weeks. Framing is scheduled in the next week at Southwest.

Some submittals have been received for skylights at Central. It will take approximately 10-12 weeks for fabrication and completion. Grant dollars in the amount of \$300,000 is funding this project and ultimately reduces the cost of the repair and renovation of the Central Library while fitting into the long-term plan.

Curt will be examining the 20 year facility plan and will bring to the Board for review when it has been updated.

#### **APPROVE RFID PILOT PROJECT WITH MK SORTING SYSTEMS**

Lynn Stainbrook showed a video on RFID in action from Warren-Newport Library. A grant from NFLS nearly funds an entire system implementation at the Central Library. One vendor, MK Sorting Systems, is interested in a Wisconsin library with a smaller collection to be a RFID (Radio Frequency Identification) pilot site. Both the Pulaski and Southwest Branches were considered as options. The Southwest Branch was chosen and will be provided with 20,000 RFID tags, security gates, a self-check machine, and free rental of a conversion station. In return, the library will become a reference for the company and would allow and conduct tours of the functioning system. The Southwest staff is excited about the opportunity.

MK Sorting is not including AMH (automated materials handling). Total expense for the library will be \$2000 - \$3000. This includes the purchase of about 8000 additional tags; a maintenance fee and tag printing. The agreement to be a pilot site is obligation free. The library can choose another vendor for the Central Library if it so chooses. Systems like this allows for a very fast turnaround of materials while reducing the amount of staff time spent on handling these materials. It ultimately gives staff time to do what they do best - help the patron. **Motion** by Pletcher, seconded by Buboltz, to approve the RFID pilot project with MK Sorting Systems. **Motion carried.**

#### **ACCOUNTANT'S REPORT**

a. **Financial Report** Lori distributed the financials for July, 2011. **Motion** by Froelich, seconded by Buboltz, to approve the July, 2011 financial report. **Motion carried.**

#### **b. Acceptance of Gifts, Grants and Donations**

**Motion** by Froelich, seconded by Buboltz to accept the July, 2011 Gifts Grants and Donations as follows:

##### **Gifts & Donations**

07/07/11	Carol & Tom Tess-In Memory of Craig Peters	200.00	Kress Materials
07/07/11	Focus on Energy	592.00	Ashwaubenon DDC
07/07/11	Focus on Energy	362.00	SW Envelope
07/07/11	Focus on Energy	2,607.00	Kress Duct Repairs
07/14/11	Ashwaubenon Lions Club	780.00	Ash. Improvements
07/14/11	Branch Buddies of the Brown County Library	45.00	WH Summer Reading Prog.

07/14/11	Branch Buddies of the Brown County Library	29.99	WH Summer Reading Prog.
07/21/11	Barbara Jenkins-In Celebration of Marilyn & Ken Rabideau	40.00	Central Children's
07/21/11	Focus on Energy	212.00	Ashw. Duct Repairs
07/01/11	Ashwaubenon	33.68	Donation Box
07/01/11	Bookmobile	6.78	Donation Box
07/01/11	East	17.16	Donation Box
07/01/11	Weyers/Hilliard	236.56	Donation Box
07/01/11	Central Circulation		Donation Box
07/01/11	Kress	40.93	Donation Box
07/01/11	Adult Services	5.54	Donation Box
07/01/11	Pulaski	7.85	Donation Box
07/01/11	Southwest	44.75	Donation Box
07/01/11	Wrightstown	13.60	Donation Box
	<b>Total Donations</b>	<b>\$ 5,274.84</b>	

#### **Federal & State Grants**

07/21/11	Cellcom & NE Telephone	\$ 1,368.00	E-Rate Funds
07/31/11	Nicolet Federated Library System	3,991.23	Collection Development
07/31/11	Nicolet Federated Library System	(175.00)	Continuing Education
07/31/11	Department of Energy	6,846.75	Energy & Conservation
	<b>Total Federal &amp; State Grants</b>	<b>\$ 12,030.98</b>	

**Motion carried.**

#### **2012 BUDGET**

The draft budget of the County Executive restores \$90,000 to library budget. The Library's deficit totaled \$187,000. To make up this difference, \$97,000 will be taken out of reserves.

#### **APPROVE BUDGET ADJUSTMENT NOTICE FOR RECLASSIFICATION OF MERCHANT FEES FROM CONTRACTED SERVICES TO SERVICE FEES**

This adjustment will allow moving budget dollars in line items. **Motion** by Froelich, seconded by Buboltz to approve the budget adjustment notice for reclassification of merchant fees from contracted service to service fees. **Motion carried.**

#### **APPROVE BUDGET ADJUSTMENT FOR TRANSFER FROM FUND BALANCE FOR MAINTENANCE OF THE WOOD MEMORIAL GARDEN AT CENTRAL LIBRARY**

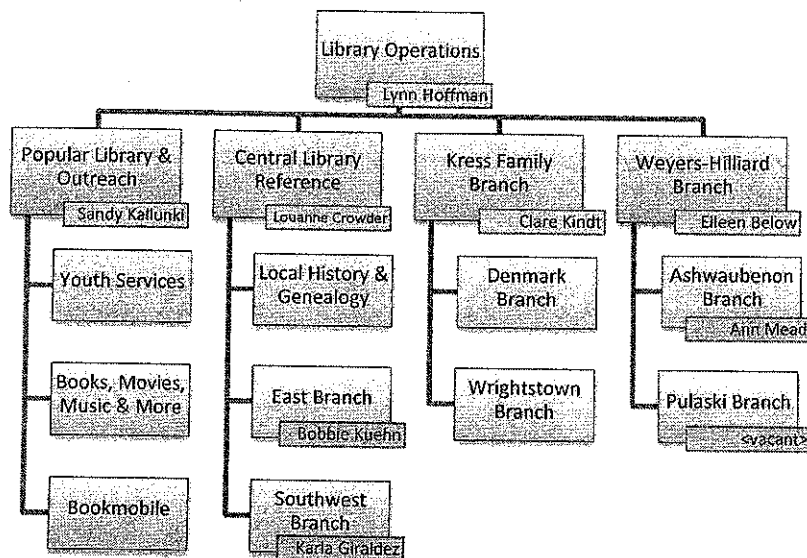
Funds were provided by the Lester G. Wood Foundation to establish a trust for the maintenance and improvements to pond and garden at the Central Library. **Motion** by Froelich, seconded by Hickey, to approve the budget adjustment for transfer from fund balance for maintenance of the Wood Memorial Garden at Central Library. **Motion carried.**

#### **APPROVE BUDGET ADJUSTMENT REQUEST FOR TRANSFER OF EXCESS FUNDS FROM FACILITIES – LIBRARY CAPITAL PROJECT FUND TO LIBRARY OPERATIONS FOR THE CENTRAL LIBRARY SKYLIGHT PROJECT**

The bids for the federally funded Central Library Skylight project came in lower than anticipated, allowing funding of alternates of lighting, in order to fully expend the \$300,000 federal grant. The Central Library Capital Project fund was unexpended from Central Library Pre-design costs and can only be used for Central Library. **Motion** by Pletcher, seconded by Froelich to approve the budget adjustment request for transfer of excess funds from Facilities – Library Capital Project fund to Library operations for the central Library Skylight Project. **Motion carried.**

#### **APPROVE CHANGE IN TABLE OF ORGANIZATION**

In order to redistribute supervisory responsibility and better balance the workload among Library Supervisors, it is recommended to Reorganize Public Services at the Central Library and re-align branch responsibilities as diagrammed below:



**Motion** by Pletcher, seconded by Hickey, to approve the changes in the Table of Organization. **Motion carried.**

**EMPLOYEE TRANSITION** A draft action plan was presented to Ed & Rec. The direction is to work through as many questions as possible. Ed & Rec has been good to work with and has suggested addressing as many concerns as possible in advance to ensure a smooth transition.

- a. **Approve Grievance Procedure** A wiki is keeping track of the Work Rules Committee meetings. Lynn Stainbrook noted that there has been great staff cooperation. It feels very collaborative and not like a negotiation between management and staff. Lynn Hoffman reported that everyone is coming to the table with the respect and is thoughtful in their responses. The result is a solid piece of work and true consensus of group. Sue Simenz commented that the grievance procedure is a good document, working within restraints of law. Terry asked Sue if she views the document as positive and as having potential in decreasing adversarial feelings. Sue stated that her personal opinion is that the grievance should stop at independent arbitrator and not continue to Library Director or Library Board. She feels that is a futile process. Serious issues (termination discipline and work safety) are the only things that can be grieved. Discussion took place on determining impartial persons to act as negotiators; the availability of WERC negotiator; the timing of hearing before going before Library Board; difference between dues paying and non-dues paying union members and qualifications for protection. It was recommended to send this procedure back to the Work Rules Committee to include language on how costs would be handled.

Employee culture should be proactive as to avoid grievances. Management's goal is a good relationship between management and employees. A positive work environment can act as a statement of the organization and serve as a recruiting tool indicating that staff is respected and valued.

A Work Rules Committee update will be a standing agenda item.

**Motion** by Buboltz, seconded by Froelich, to approve grievance procedure with clarification of language and to review the progress of the work rules committee monthly. **Motion Carried. Van Vonderen abstained.**

### **NICOLET FEDERATED LIBRARY SYSTEM**

- a. **Monthly update** John noted that Vicky Van Vonderen has been added to mailing list to receive the NFLS Board packets.

### **PRESIDENT'S REPORT**

Terry thanked the Administrative staff for their continued commitment.

### **DIRECTOR'S REPORT**

Lynn reviewed the Ed & Rec meeting where she distributed the draft Action Plan and draft of reasons why to transition employees.

The Wrightstown Area Library Committee will submit a proposal to the Friends of the Library asking the Friends to act as their fiscal agent.

Chris Skorlinski, a recent hire, is doing a good job sorting Local History and Genealogy materials that have been in storage.

The All-Staff workshop is scheduled for September 30. County Executive Streckenbach and Kathy Pletcher both will attend and address the staff.

Lori is working on county reimbursement with the county planning department.

A World Café event, a conversational book discussion and a fundraiser for the Friends of the Library, is scheduled for September 27.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by Van Vonderen, seconded by Hickey, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:00 p.m.

**NEXT REGULAR MEETING**

October 20, 2011

Central Library

515 Pine Street, Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary